

## **EHLP Quarterly Report**

**Survey completion on or before 3 pm on October 24th**

Please do not complete your responses on this form. Instead, complete the survey on the link below. The questions below will be asked in the survey. The purpose of providing the questions here are so that you can prepare your responses before entering into the survey system. Please note: The numbers listed correspond with the questions referenced in the “Tips and Suggestions for EHLP Quarterly Reports”

<http://www.cvent.com/d/6cqm6h/3B>

### **The following three questions are not included in the “Tips and Suggestions for EHLP Quarterly Reports”**

- Q:** Provide the total number of homeowners invited to submit application documentation post lottery but prior to the re-open enrollment period (if applicable).
- Q:** If participating in the re-open enrollment period, provide the total number of homeowners who submitted screening worksheets and/or documentation, but you were unable to submit to the Fiscal Agent.
- Q:** Total of numbers 1. and 2.

### **Counseling Activities**

- Q 4.** Provide the total number of Pre-Applicants invited to submit full application documentation (answer to the previous question), but determined ineligible for application submission (either for failing the eligibility criteria, not providing the required documents, or because you were unable to contact).
- Q5.** Provide the number of Pre-Applicants who went through the NeighborWorks recertification appeal process by the August 29 deadline.

### **Outreach Activities**

- Q6.** Please provide a detailed description and examples of outreach materials developed and activities undertaken by your organization to promote and publicize EHLP. Include a description of activities undertaken to support the centralized EHLP intake process and activities independently undertaken by your organization. (Please include the number of weeks dedicated to outreach and give a breakdown of activities performed each week). (Max 5000 characters)
- Q7.** Describe uses of the online store credit used during the reporting period. Provide a breakdown of how your organization made use of the EHLP online store credit for ordering outreach materials. If your organization did not make use of the credit at the EHLP online store, please provide feedback on why the provided credit was not utilized. (Max 5000 characters)
- Q9.** Please describe in detail how Outreach and Program-Related Support (OPRS) funds were utilized during the reporting period. (Max 5000 characters)

### **Performance Narratives**

- Q10.** Please describe in narrative, your major program activities, achievements and milestones reached during the reporting period. (Max 5000 characters)
- a. If applicable, explain why established goals were not met, or why they were exceeded.

**Q11.** Please complete the chart below related to key factors or strategies that contributed to the success you experienced in performing EHLP required program activities during the reporting period.

Strategy	What was most important in making this a successful strategy?	% of clients for whom this strategy has been successful	What types of borrowers and types of loans were typically helped with this strategy?
Program implementation support from MN Housing and the MN Home Ownership Center including EHLP weekly calls for sub-grantees			
Having sub-grantees participate in the pilot which resulted in identifying system issues and program criteria issues			

Please identify any counseling specific factors or strategies that contributed to the success you experienced in performing EHLP required program activities during the reporting period.

**Q 12.** Please complete the chart below related to key challenges encountered in performing EHLP required program activities during the reporting period.

Challenge	How did this challenge affect your organization's ability to achieve successful outcomes?	% of clients for whom this challenge has been a factor	What factors, if any, helped your organization overcome this challenge?	What changes, if they were made, could help overcome this challenge in the future?
Fiscal Agent communication issues including no reasons provided for why a case was considered ineligible and no response when additional documents were provided.				
Aggressive timeline to execute program coupled with continuing changes in program criteria				
Managing public expectations of EHLP				
Unclear compensation structure				

Please identify any counseling specific challenges that contributed to the success you experienced in performing EHLP required program activities during the reporting period.

**Q13.** Did you identify any Pre-applicants, Applicants, Approved Applicants and/or Borrowers, suspected of fraud based on the information they provided during the formal application submission process? Please explain the circumstances and the steps taken in response. (Max 5000 characters)

**Please complete the attached Quarterly Expenditure Report and submit directly to Ruth Hutchins at [ruth.hutchins@state.mn.us](mailto:ruth.hutchins@state.mn.us) on or before 3 pm on October 24th.**